

**Request for Proposals for Partnership Initiative Grant
FY 2017 NH Poetry Out Loud**

Date: June 21, 2016

TO: Interested Non Profit Organizations

The NH State Council on the Arts (NHSCA) is requesting proposals from non profit organizations based in New Hampshire to serve as a fiscal agent for the FY 2017 annual statewide Poetry Out Loud Program.

Deadline for Proposals: July 20, 2016

Proposals may be submitted in person to NHSCA offices by 4:00 p.m., on the deadline date or postmarked by that date. No email or fax proposals will be accepted.

Contact:

Questions on proposal specifications should be addressed to:

Julianne Gadoury, Arts in Education Coordinator

Phone: 603/271-0791 or email: julianne.gadoury@dcr.nh.gov

Questions on qualifications and eligibility should be addressed to:

Cassandra Mason, Chief Grants Officer

Phone: 603/271-7926 or email: cassandra.mason@dcr.nh.gov

Scope of Project:

Background: The NH Poetry Out Loud (POL) Program is part of a national network of Poetry Out Loud programs sponsored by the National Endowment for the Arts in partnership with the Poetry Foundation. State arts agencies are provided funds to implement state programs. POL supports high school students from private and public high schools to participate in a three-week poetry curriculum, and is designed to encourage the nation's youth to learn about great poetry through memorization and performance.

The curriculum, provided by the National Endowment for the Arts, can be varied to fit a school's needs. POL uses a pyramid structure where students progress from classroom competitions, to regional competitions and a statewide championship competition. State champions then progress to the National Competition in Washington, D.C.

In New Hampshire, the program has capacity for up to 45 high schools (including public, private and home schooled consortia). The NH project plan calls for: two teacher orientation meetings for participating schools at different locations in the state; an option of an on site orientation for teachers unable to attend the group orientations; up to four regional semi-final competitions strategically located around the state to best accommodate participating high schools and a state final competition located in central NH. The NH POL project implementation and budget is overseen by NHSCA Arts in Education Coordinator and implemented through contracted services facilitated by the fiscal agent.

Specifications:

Services provided by the NH POL fiscal agent/partner will include:

- Administer partnership grant funds approved by NHSCA Councilors and Governor & Executive Council to support the NH POL program.
- Provide accounting support for fiscal transactions related to the NH POL program with direction from the NHSCA Arts Education (AIE) Coordinator and NHSCA Administrators, to include but not be limited to: tracking of revenues raised from all sources; calculation and tracking of cash and in-kind match; processing and tracking of all expenses including contracted services for the project identified by NHSCA; mileage/travel; stipends paid to judges; performers; master of ceremonies; food; and ancillary expenses.
- In concert with NHSCA AIE Coordinator and NHSCA Administrators, provide a final reconciled budget at the conclusion of POL FY17 on or before July 1, 2017, to include breakout reports for all funding sources. Periodic budget reconciliations need to be compiled in a format compatible with NHSCA budgetary/data bases (to be provided) and delivered to NHSCA on a monthly basis.

Eligibility:

To be considered eligible, proposals must be submitted by non profit organizations that are physically located and incorporated in New Hampshire and comply with the Americans with Disabilities Act. Organizations must be recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code and have been in continuous operation for at least three years. Organizations must be in good standing with the IRS, the NH Attorney General's Office, the NH Secretary of State's Office and the NHSCA.

Special Qualifications:

Organization should have a mission statement related to the support of arts education or writing/poetry. The chief administrator for the non profit organization should have a professional background in budget management.

Selection:

The Partnership grant will be awarded based upon capacity as indicated in the proposal addressing the above specifications.

The NHSCA reserves the option to extend the partnership for an additional fiscal year upon agreement of both parties and provided that funding for the project remains available.

Budget: Overall project budget is estimated at: \$40,000. Source of funds: \$24,000 from the NHSCA and \$16,000 from other sources. The NHSCA Partnership funds will cover contracted services (NH POL coordinator, assistant, scoring supervisor); program expenses and a fiscal agent fee not to exceed 10% of the grant partnership amount. Any unexpended funds remaining after all NH POL costs have been covered will be kept in a designated "NH POL" account, the dispersal of which to be determined by NHSCA.

Payment: Upon acceptance and approval by NH State Council on the Arts' Councilors and Governor & Executive Council, 100% of the Partnership grant will be processed as a single payment.

How to submit a proposal:

If interested, please submit the following items by the deadline of July 20, 2016 to:

New Hampshire State Council on the Arts
Attention: Julianne Gadoury, Arts Education Coordinator
19 Pillsbury Street, First Floor
Concord, NH 03301

*A narrative of up to two pages addressing the organization's qualifications and ability to address the scope of the project and specifications noted in this RFP.

*A one-page background statement on qualifications of chief administrator of the organization.

*Proof of status as nonprofit organization (IRS letter).

*Certificate of Good Standing from the NH Secretary of State's office

Estimated Timetable for Notification:

Deadline for submission of proposals: **July 20, 2016**

Selection of Vendor: **July 22, 2016**

Proposed submission to NHSCA Council for approval: **July 25, 2016**

Preliminary Notification: **August 1, 2016**

Proposed submission to Governor & Executive Council for approval: **August 17, 2016**

Notification of contract approval: **August 18, 2016**

Source of funds for POL partnership grant:

NH State Council on the Arts federal funds (National Endowment for the Arts)

Source of funds for NH POL Program FY17

NH State Council on the Arts federal funds, National Endowment for the Arts, Poetry Foundation NH Charitable Foundation plus other private grants and donations.

Additional Information: Information about the national Poetry Out Loud program can be found at www.poetryoutloud.org. For information on NH Poetry Out Loud visit: www.nh.gov/nharts.